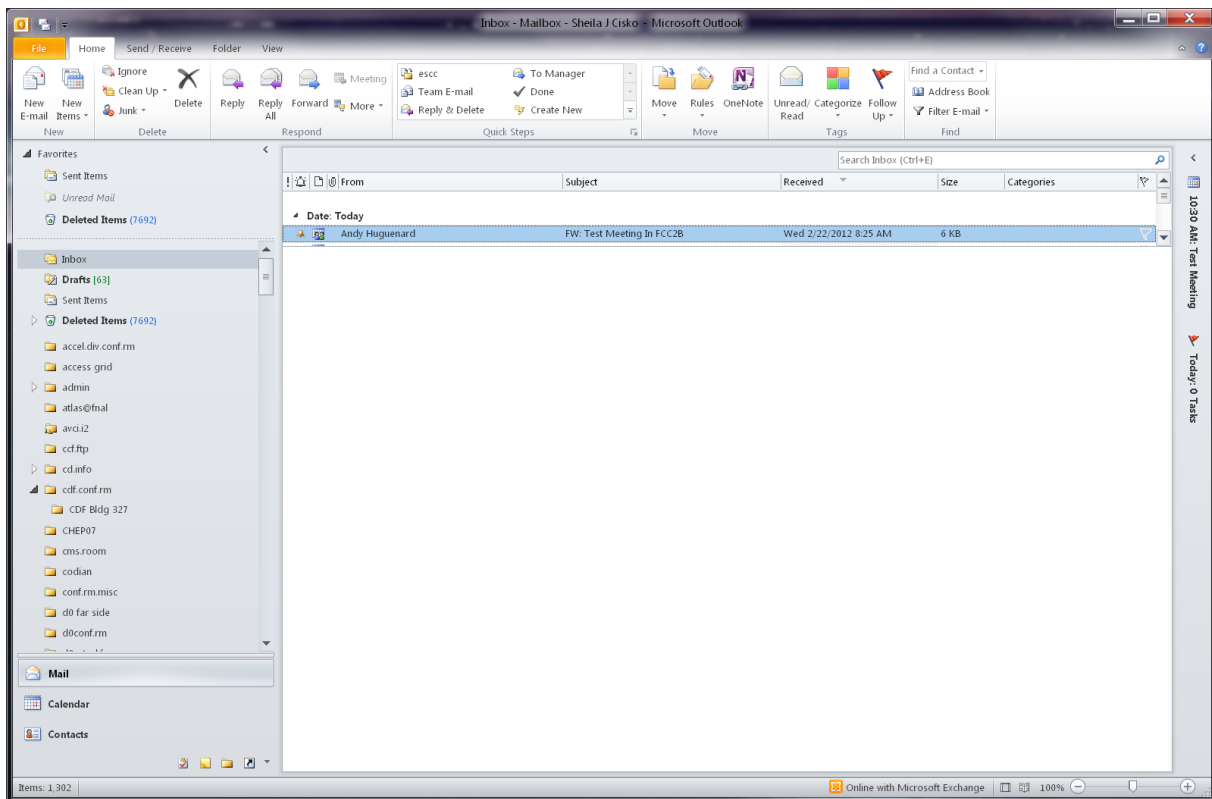
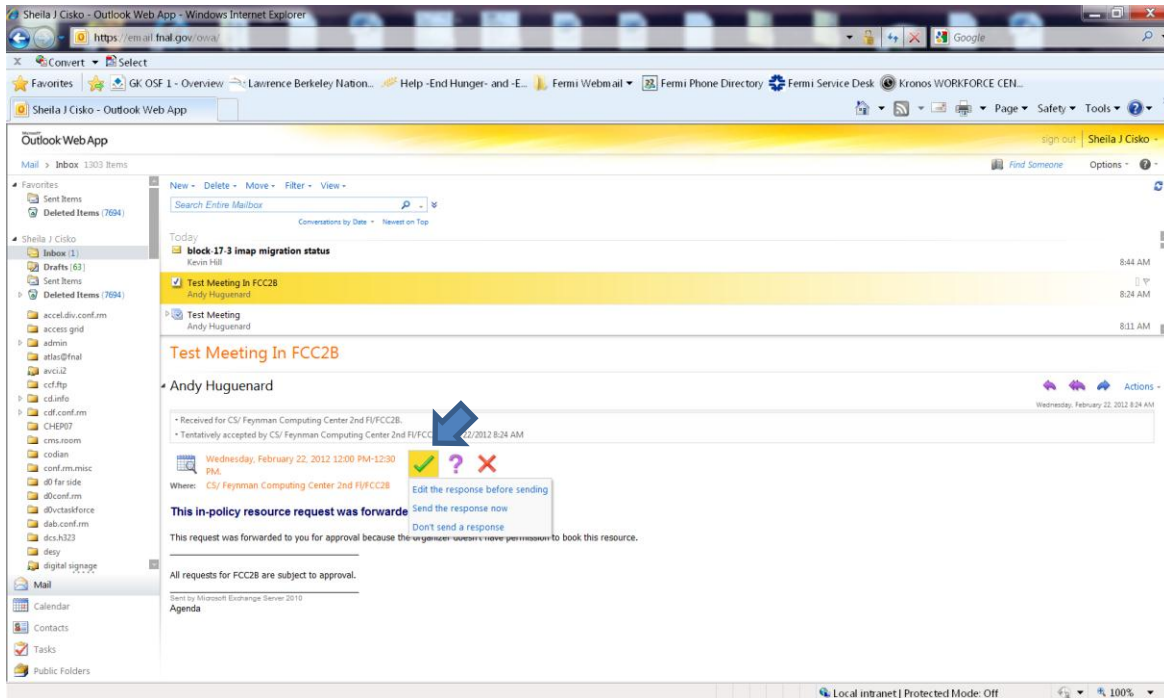


## Meeting Room Approver Procedure

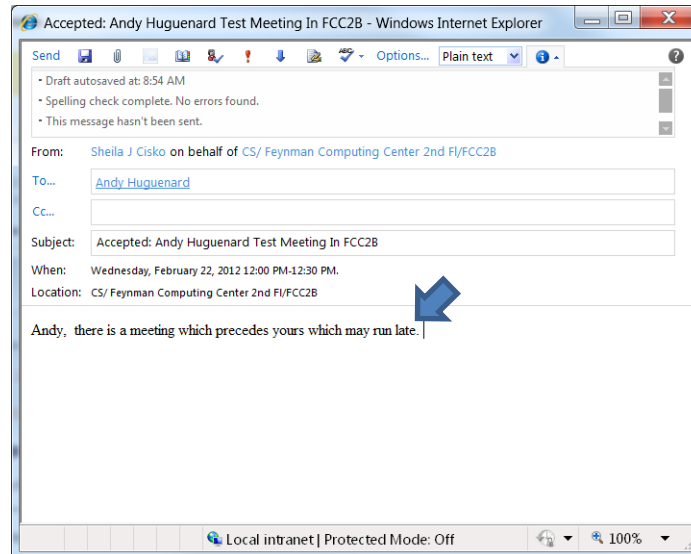
1. As a meeting room approver, you will receive an email to approve a meeting. The body of the message will be blank.



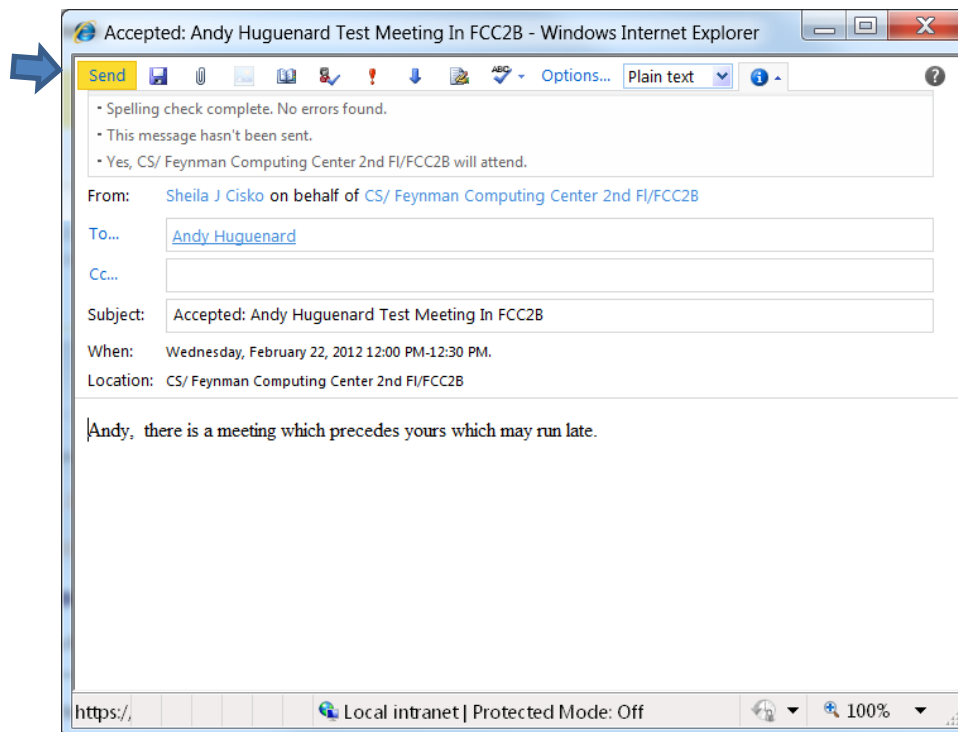
2. To approve or deny this request, log in to Webmail at <https://email.fnal.gov>.
  - a. Log in with your Services Account username and password to process the meeting room request by selecting “Accept”, “Tentative”, or “Decline”.
  - b. For each option, you may select “Edit the Response before Sending”, “Send the Response Now”, or “Don’t Send a Response”.



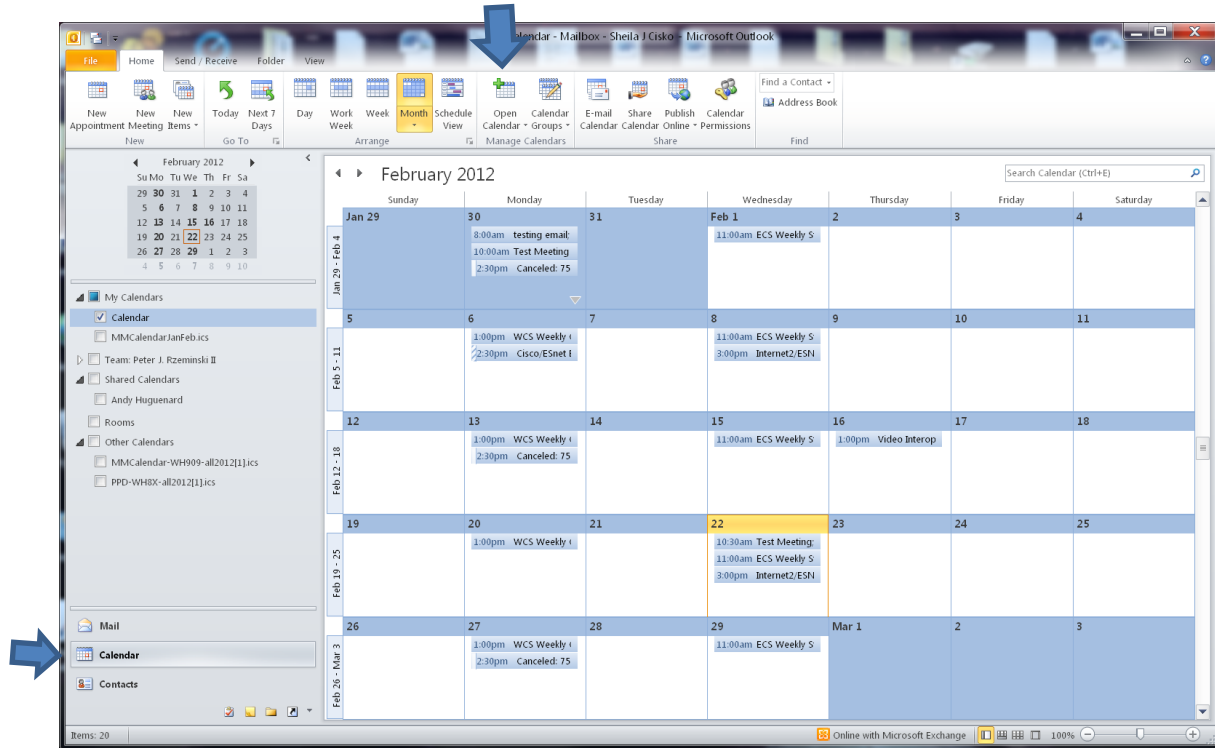
This is an example of “Edit the Response before Sending”:



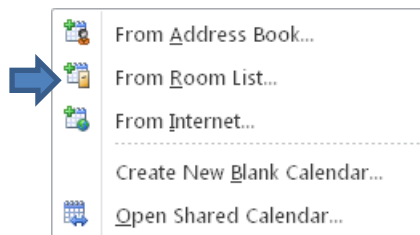
3. Click the “Send” button when you are done.



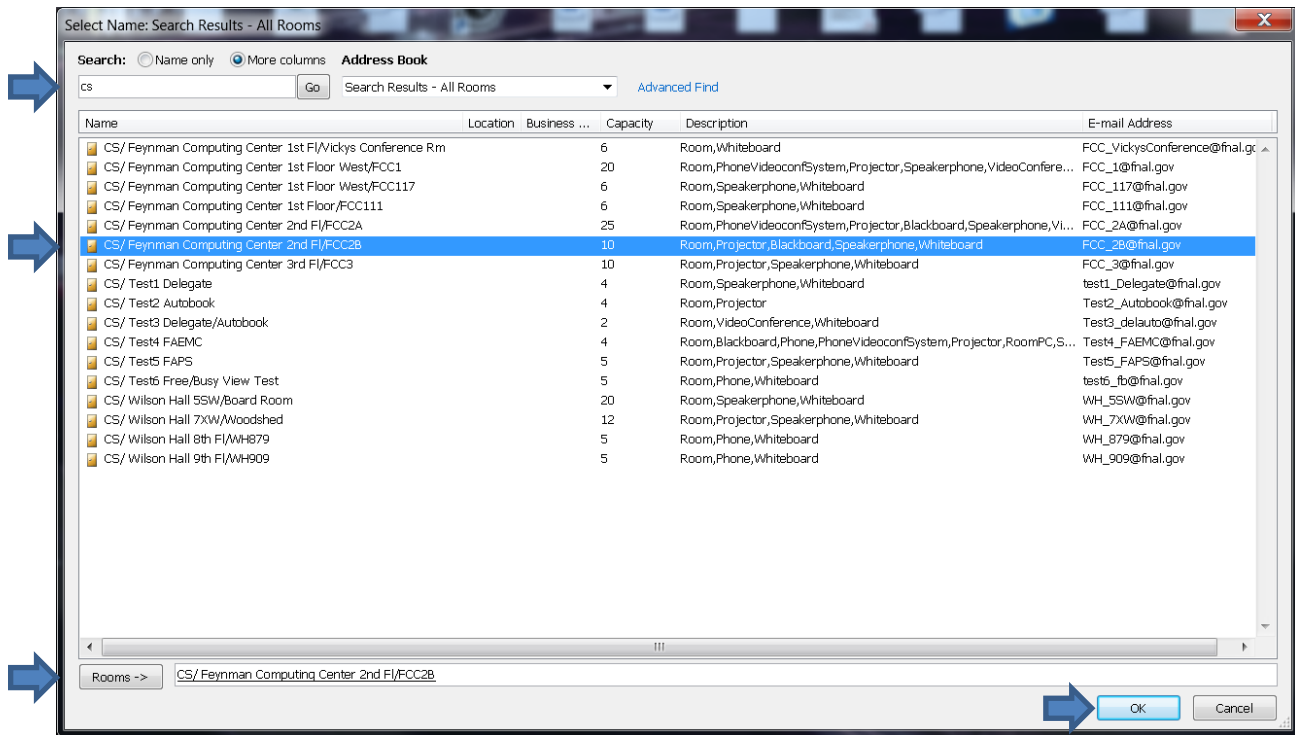
4. To view the meeting room reservation, open Outlook and Select “Calendar” in the Navigation Pane.
  - a. Click “Open Calendar”.



- b. Click “From Room List...”



- c. Search for room by the first two letters of the abbreviated name of your Division/Section/Center . The example below illustrates Computing Sector (CS).
- d. Select the desired room and double click to insert it in the Room field.
- e. Click “OK”.



f. The reservation will be viewed in the room calendar

